



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

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June 15, 2004

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M. D.
Director and Chief Medical Officer

A handwritten signature in blue ink, reading "Thomas L. Garthwaite", is written over the printed name and title.

SUBJECT: **NOTICE OF INTENT TO AMEND EXISTING INFORMATION
TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT
(ITSSMA) WORK ORDER N10-0043 WITH BLUECRANE, INC.**

This is to advise you of my intent to request the Internal Services Department (ISD) to amend ITSSMA Work Order N10-0043 with Bluecrane, Inc. to extend the term by six months, from June 30, 2004 to December 30, 2004 and increase the maximum amount of the Work Order by \$69,680 to bring the total to \$369,666.

Background

Office of AIDS Programs and Policy's (OAPP) Information Systems Division currently provides support services for Network/PC, Operations/Database Administration, Systems Development/Database Management for HIV/AIDS services. The division also provides application systems, training, network, and data administration support services for County contracted HIV/AIDS Care and Prevention providers/agencies. These tasks are performed to enable OAPP and its service providers to meet mandated requirements of collecting, managing, and distributing reports and data to different State and Federal agencies.

OAPP started the HIV/AIDS Information Resources System (HIRS) development and implementation project more than two years ago. The HIRS system is a web-based and integrated application system specifically designed to capture, manage, and report HIV/AIDS Care and Prevention related contracts, clients, and services information. The systems development and implementation methodologies and technologies are based on the latest effective tools including, the Rational Rose/Unified Process, Microsoft (MS) dot NET, SQL/2000, and WIN/2000. In addition, tools like MAP Point and MS Exchange were utilized. As of March 1, 2004, OAPP has implemented two of the proposed six HIRS application system modules.

Work Order N10-043 was awarded to Bluecrane, Inc. through the ITSSMA competitive bidding process with the term of April 6, 2002 to April 10, 2003 for a maximum amount of \$142,000. The term was extended to April 10, 2004 and the Work Order maximum amount increased to \$272,320. The Work Order was subsequently extended to June 30, 2004 and increased to a maximum amount of \$299,986.

Scope of Work

The consultant has assisted DHS with the development and implementation of this key system. The scope of the consultant's work will continue to be:

- Coordinate and lead programmers to follow standards, methods, procedures, and use appropriate tools.
- Work with systems analysis staff on low level data and process designs and review requirement definitions to ensure consistency.
- Lead programmers and make sure the delivered product is consistent with systems requirement documentation and systems specification.
- Write programs, modules, and components relevant to back-end and front-end processes, business rule routines, systems and data interfaces.
- Review programs, modules, sub-routines developed by junior level programmers, and make sure quality of coding meets standards and the whole product meets requirements.
- Design databases, tables, and paths for applications, libraries, and tools, which make up part of the application system solution.
- Install, and tune-up databases, stored procedures, triggers, drivers, and overall system setup for maximum efficiency and performance.
- Resolve conflicts and gaps between requirements, specification, application system performance, and systems configurations.
- Prepare and present optional technical/system solutions and implement approved solutions for programming, application, platform, and database problems.
- Work with analysts, users, and programmers on testing, quality assurance, and user documentation tasks.
- Lead the programming staff with the systems documentation, initial systems administration, and database administration efforts.
- Work with the analysis and project management teams to review work schedules and progress, and resolve complex problems that may arise.
- Assist in developing detailed systems development plans.

Justification

OAPP recommends a six month extension of the Work Order due to the complexity of the HIRS development and implementation. OAPP currently lacks personnel with the requisite expertise in the highly technical area that can provide the level of expertise needed to adequately meet the ongoing requirements of the HIRS systems development project. The current consultant has the necessary

experience with HIRS to continue to be a strong technical resource during the continuing development of the system. OAPP has obtained a budgeted item so that a County employee can assume the responsibilities that the consultant is performing. The extension is requested to allow time to complete the hiring process.

Fiscal Impact

The hourly rates for the consultant will remain the same during the extended term. The maximum County obligation under this Work Order including the extension will be \$369,666. OAPP has included this year's funding in FY 2004-05 Internal Services Department/Information Technology Service Customer Direct budget.

Closing

If no comment is received within the next two weeks, DHS will instruct ISD to execute the Work Order Amendment. If you have any questions or need additional information, please let me know.

TLG:gc

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Interim Director, Internal Services Department

NOTED AND APPROVED:

Jon W. Fullinwider
Chief Information Officer

Date